

MINUTES for AG and EXTENSION EDUCATION COMMITTEE
Tuesday, January 8, 2013 1:00 PM
Ag/Extension Meeting Room - Courthouse

Members Present: Chairperson Leon Wolfe, Carol Korn, John Bartels, Bob Boyle,

Others Present: Mary Knellwolf, Ela Kakde, Jenny Russell

The meeting was called to order by Chairman Leon Wolfe at 1:00 p.m.

Knellwolf stated that the meeting had been properly posted in the Ag Center, Courthouse and Darlington Municipal Building, and sent to the Republican Journal.

A motion was made by Boyle and second by Korn to approve the Agenda for the Ag & Extension Committee meeting on Tuesday, January 8, 2013. Motion carried.

A motion was made by Bartels and second by Boyle to approve the minutes from the Ag & Extension Committee meeting, on Tuesday, December 4, 2012. Motion carried.

Discussion and Possible Action on Number of Phones, Expenses, and Faxes

A motion was made by Boyle and second by Bartels to inform Planning & Zoning and Fair Departments that they will be billed biannually for their portion of the phone bill which comes to the UW-Extension office. Motion carried.

A motion was made by Boyle and second by Korn to approve a new fax system called "Ring Central" which sends all faxes (at the same 776-4858 number) to Lisa's computer into her email. Motion carried. The cost is approximately \$6.50 per month at first to increase to approximately \$10 per month which will help track the amount of faxes as well as solve our fax machine dysfunction.

Further discussion identified that 10% or more of Lisa's time (UW-Extension Secretary Position) is spent assisting the public with a vast array of questions regarding zoning, directions to other county offices, and assisting in the overall function of County services. This is to acknowledge her work above and beyond UW-Extension tasks.

Update on CNRED Position Resignation and Posting of Position

Kakde's resignation was turned into Matt Hanson, UW-Extension Southern Director, and her last day of work will be on Friday, January 18, 2013. The committee thanked her for her work and wished her well pursuing her PhD.

CNRED job will be posted by the State office very soon according to Matt Hanson.

Update on Office Needs

Russell is working on research into various office machines and expenses. No information to report today.

Discussion and Update on Civil Rights

Kakde reported that two individuals are signed up to take the CLA class with one more possibility. The class will start the end of January, 2013. Kakde discussed updates to the PACE collaboration with UW-Extension and what the future contacts will be.

Discussion and Possible Action for January 30, 2013 at 10:00 a.m. Meeting Date for Extension Educator Performance Reviews

Matt Hanson, Southwest District Director, will be coming to UW-Extension on January 30, 2013 for performance reviews for Knellwolf and Russell. This review will be set up as an Extension meeting and go into closed session to discuss employee performance. The meeting will be at 10:00 a.m.

Update on MVP & RLF Program

Kakde gave an update on her work with a client and Talmer Bank to begin a repayment plan now that her six month period has passed. They will outline the repayment expectations during their meeting. Kakde also discussed regionalization of the funding very briefly.

Discussion and Possible Action Regarding Jenny Russell Taking the Responsibility of 50% of the Department Head Role

After discussion of Kakde's January 18 departure, a motion was made by Korn and second by Boyle to approve Russell as co-department head accepting the 50% stipend for the position from UW-Extension shared by Knellwolf effective 1/19/2013. Motion carried.

Extension Educator Reports

Russell – Update on January UW-Extension business plan of work reporting etc., update on youth surveys in schools, plans to meet with her 4-H liaison to make future plans.

Knellwolf – Update on January UW-Extension work to be entered in the State system; discussed Parenting after Divorce classes, and Children's Fair plans for April 2013.

Kakde – Phillip Freeburg plans a March 2013 visit to County Board meeting to discuss government practices; update on W.E.M. plan needing updating and left the contact info for her successor in this job; update on new AEA planned area.

What We've Been Hearing about Extension

Review of Vouchers

It was moved by Korn and second by Boyle to approve the Ag & Extension bills for payment. Motion carried.

Next Meeting Date

The next Ag & Extension Committee meeting will on Wednesday, January 30, 2013 at 10:00 a.m.

Adjournment

Moved by Wiegel and second by Boyle to adjourn meeting. Motion Carried. Meeting was adjourned at 2:25 p.m.

Respectfully submitted,

Mary Knellwolf
Co-Department Head
UW-Extension